

Grand Haven Woman's Club – Job Description

POSITION: Budget Committee Chair

DATE: June, 2022

QUALIFICATIONS:

- Knowledge of developing a budget
- Experienced with the Grand Haven Woman's Club and general knowledge of the history of the club
- Highly organized and knowledge of MS Word and Excel.
- Communication skills
- Knowledge of internet navigation
- Background/Past Experience in computer and networking skills
- Owns a computer (desktop or laptop)
- Must be a member for at least one year in the Grand Haven Woman's Club and in good standing

RESPONSIBILITIES:

- Develop and present budget proposal to board and membership for approval
- Convene committee in March/April to determine End of Year allocation of any additional funds
- Convene committee in March to develop operational budget for approval at May meeting
- Convene budget committee in June of each year to complete the club year's budget (Budget Chair, President, 1st Vice President, 2nd Vice President, Treasurer(s), Past President, immediate past Budget Chair and a person determined by the budget chair
- Collect and report her volunteer hours
- Write article for the monthly newsletter when applicable
- Serve on ad hoc committees when applicable

DETAILS:

- Request each recipient charity to provide information indicating how GHWC funds were used by their organization
- Review requests from members for contributions to new organizations upon their submission of appropriate paperwork, including review by respective CSP chair.
- Receive information from each committee Chair as to income and expenses they anticipate for the coming club year
- Convene Budget Committee in late June/July to discuss Contributions income and recommended allocations
- Send proposed budget to Board in August/September for approval
- Send proposed budget to Newsletter Chair for inclusion in September newsletter
- Present budget to membership for approval at September membership meeting
- Convene allocations committee following the last fundraiser of the Club year to determine if there are additional funds raised that can be allocated to charities that qualify and voted on at April/May board meeting
- Create an operation and affiliation budget in March and present to board for approval at April/May board meeting

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- Present end of year allocations to Board for approval at the April/ May meeting and request Treasurer to issue those expenditures
- Track activities/projects and associated hours and report those at the end of the year as well as in kind donations at regular intervals

TERM LIMIT AND VOTING PRIVILEGES:

- This position is appointed by President
- This position is a two-year commitment
- This position has voting rights on the Board and attendance at Board meetings is necessary to ensure quorum